

Missouri FFA Association

**2006-07
Proficiency
Award
Handbook**



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Introduction

The Agricultural Proficiency Award program recognizes excellence in a supervised agricultural experience (SAE) program. The purpose of this handbook is to encourage and assist students to participate in the agricultural proficiency award program. It is intended only as a supplement to the individualized instruction, which will be provided by the agriculture instructor/FFA advisor.

2006 Proficiency Award Areas

Proficiency awards can be selected from two categories. One is called "placement," for work or experience-only SAE programs. The other, called "entrepreneurship," is for programs that typically involve ownership of an agricultural production or agribusiness enterprise. The agricultural proficiency award program consists of the following award areas:

- | | |
|--|---|
| *Agricultural Communications | *Floriculture |
| ♦ *Agricultural Education | *Food Science and Technology |
| *Agricultural Mechanics Design and Fabrication | *Forage Production |
| Ag Mechanics Repair & Maintenance – Entrepreneurship | *Forest Management and Products |
| Ag Mechanics Repair & Maintenance - Placement | *Fruit Production |
| *Agricultural Mechanics Energy Systems | Grain Production - Entrepreneurship |
| *Agricultural Processing | Grain Production - Placement |
| Agricultural Sales - Entrepreneurship | *Home and/or Community Development |
| Agricultural Sales - Placement | *Landscape Management |
| *Agricultural Services | *Nursery Operations |
| *Aquaculture | *Oil & Fiber Crop Production |
| Beef Production - Entrepreneurship | *Outdoor Recreation |
| Beef Production - Placement | *Poultry Production |
| Dairy Production - Entrepreneurship | *Sheep Production |
| Dairy Production - Placement | Small Animal Production & Care - Entrepreneurship |
| *Diversified Agricultural Production | Small Animal Production & Care - Placement |
| Diversified Crop Production - Entrepreneurship | *Specialty Animal Production |
| Diversified Crop Production - Placement | Specialty Crop Production |
| Diversified Horticulture - Entrepreneurship | Swine Production - Entrepreneurship |
| Diversified Horticulture - Placement | Swine Production - Placement |
| Diversified Livestock Production - Entrepreneurship | Turf Grass Management - Entrepreneurship |
| Diversified Livestock Production - Placement | Turf Grass Management - Placement |
| *Emerging Agricultural Technology | Vegetable Production |
| *Environmental Science & Natural Resource Mgmt | Wildlife Management - Entrepreneurship |
| Equine Science - Entrepreneurship | Wildlife Management - Placement |
| Equine Science - Placement | |

* Both Entrepreneurship and Placement are combined into one proficiency award area.

** Fiber Crop & Oil Crop are State Proficiency award areas **only** and are combined for national competition with only one of the two state winning applications submitted to National FFA.

♦ New or modified in 2005.

Guidelines for Completing Application

Applications for proficiency awards may include reports of activities and records completed up to January 1 of the year the application is submitted. The following are guidelines for filling out the proficiency award application forms:

1. Read all instructions.
2. Complete the application as of January 1 of the year in which the award is sought. No achievements accomplished or inventory acquired after this date should be included.
3. Carefully complete the personal data page of the application.
4. Make sure applicant is making application in the correct award area. Indicate award area application on page 1 of application.
5. Records for the first year of supervised agricultural experience program must begin at or above the 9th grade level and may be more than 12 months but no more than 16 months in length.
6. Check application for spelling, grammatical and mathematical errors.
7. Relate project story to project by giving supportive information that will clarify the completed application.
8. Obtain required signatures on page 1 of award of proficiency award application.

A Step-By-Step Approach

The following instructions correspond with page 1 of the application.

MO FFA Area # - Automatically generated based upon the FFA chapter name.

Proficiency Award Area- Indicate one proficiency award area from list on page 2 of handbook using the drop down menu on the application.

Name- As you want it on plaque/certificate.

Home Address- Include post office box number and/or appropriate street name and number.

FFA Membership Number – Indicated your 9 digit FFA membership number found on the local FFA roster.

Home City – Enter your home city.

Home Zip Code – Enter your home Zip Code

Name of Parents/Guardians- This information is used for news media purposes.

Complete FFA Chapter Name- Select the chapter name from the drop down list.

FFA Chapter Number – Automatically generated by the computerized application. MO followed by four-digit number including zeros. (MO####)

Name of High School- The school name is automatically generated based upon your FFA Chapter Name.

Chapter Advisor(s)- Indicate the complete name of each current FFA advisor.

Year in School at Time of Applying for Award- Indicate either sophomore, junior, senior or graduate from the drop down menu.

Signatures- Obtain required signatures and make sure applications are signed in the proper place.

You have completed page 1 of the application.

Now go to application page 2.

The following instructions apply to page 2 of the proficiency award application.

A. Scope- information is obtained from **Form 12 and Form 111** of Missouri Agricultural Record Book for Secondary Students (MARBSS). See State Degree Handbook for helpful information and guidance.

List the specific type of enterprises conducted by the applicant, the job or title including responsibilities and/or placement hours. Be sure to indicate the total number of acres, head and/or hours in each enterprise or job description.

Applicant may include a placement job description, responsibilities, projects completed etc. as a part of the scope description.

Scope Question 1. – Applicants should respond to the question by indicating three goals and progress they have made in accomplishing their goals.

Now go to application page 3.

The following instructions apply to page 3 of the proficiency award application.

B. Income and Expense

The number of yerars of records will be indicated based upon the student's year in school indicated on the cover page.

Closing Inventory- All the items of property and equipment owned or owned in partnership as of December 31, that were of value and were used to carry out the SAEP in which the applicant is seeking recognition. Information is obtained from **Forms 8 & 9 or Form 104** of MARBSS. **(Use Remaining Depreciated Book Value.)** The closing inventory value will automatically transfer to the beginning inventory value of the next year.

Cash Sales/Wages- This represents the cash received from the sale of all livestock, crops, products produced, wages received and miscellaneous income through that portion of the SAEP in which the applicant is seeking recognition. Information is obtained from **Form 5, Forms 1 & 2 or Form 104** of MARBSS.

Value of Products Used In Home- The fair market value and/or purchase price of all products purchased that were consumed in the home or business. Information is obtained from **Form 104** of MARBSS

Capital Assets Sold- When a capital asset is sold, not traded, the price received for the sale of the item should be recorded here. Only that portion of the item used in the production or operation of the enterprise for which a proficiency award application is being submitted should be included. Information is obtained from **Form 5, Forms 1& 2 or Form 104** of MARBSS.

Value of Crops Fed to Livestock- The fair market value of all crops that were produced which were used as feed or bedding for one of the livestock enterprises during the current year. The "Value of Crops Fed to Livestock" is only applicable to the following entrepreneurship application areas: Diversified Agricultural Production, Diversified Crop Production, Fiber and/or Oil Crop Production, Forage Production, Grain Production, Specialty Crop Production.

Total Income- Includes all the income generated by each specific enterprise for the year. To calculate "Total Income", all the individual income categories (Lines 1 through 5) for each year listed under the income section of the application.

Beginning Inventory- All items of property and equipment owned or owned in partnership as of January 1, that were of value and were used to carry out the SAEP in which the applicant is seeking recognition. **You can only enter a beginning inventory on Year 1. (Use Remaining Depreciated Book Value.)** The computer will automatically transfer from the closing inventory of the preceding year. The "Beginning Inventory" must be equal to the "Closing Inventory" for the prior year. Information obtained from **Forms 8 & 9** of MARBSS.

Merchandise Purchased for Resale- This category of expense is used in SAEP's that buy goods which are later resold at the wholesale or retail level. Information obtained from **Form 5** or **Forms 3 & 4** of MARBSS.

Cash Feed Costs- This represents the amount paid to purchase grains, pastures, supplements and other feeds used with one of the animal/poultry enterprises. Information obtained from **Form 5** or **Forms 3 & 4** of MARBSS.

Non-Cash Feed Costs- The fair market value for all feeds obtained through exchange for labor, gifts, or other means and used with one of the animal/poultry enterprises. The fair market for all home grown feeds fed, that were produced by the applicant in a crop enterprise, must all be included here. Information obtained from **Form 5** or **Forms 3 & 4** of MARBSS.

Cash Operating/Placement Expense- This represents the cash costs associated with all enterprises other than feed for livestock enterprises. Also included are business expenses and/or placement expenses in the SAEP in which the applicant is seeking recognition. Information obtained from **Form 5** or **Forms 3 & 4** of MARBSS.

Non-Cash Operating Expense- These are similar expenses as described under "Cash Operating/Placement Expenses" but were obtained through barter, exchange of labor, gifts and other means. Information obtained from **Form 5** or **Forms 3 & 4** of MARBSS.

Cash Expense for Use of Buildings, Equipment and Machinery- This represents the cash that was expended for rent, custom hire, repair and maintenance of buildings, equipment and machinery used in the enterprise/business. Information obtained **Form 5** or **Form 3 & 4** of MARBSS.

Non-Cash Expense for Use of Buildings, Equipment and Machinery- The fair market value of expense items similar to those included as "Cash Expense for Use of Buildings, Equipment and Machinery" but were obtained through barter, exchange for labor or gifts. Information obtained from **Form 5** or **Forms 3 & 4** of MARBSS.

Livestock and Poultry Purchased- This represents the sum total purchase price paid for all animals and poultry purchased for breeding, marketing or for the production of specialty products and other livestock income producing activities. Information obtained from **Form 5** or **Forms 3 & 4** of MARBSS.

Capital Expense- This represents the sum total purchase price paid for all machinery, equipment, buildings, land, and land improvements. For items acquired by trade of another capital asset, only the cash difference paid should be included as a capital expense. Information obtained from **Form 5** of **Forms 3 & 4** of MARBSS.

Total Expense- This represents the sum total of all expenses, cash and non-cash, that were incurred in conducting the enterprise/business for the year. To calculate "Total Expense" add all the individual expense categories for each year (Lines 7 through 16).

Return to Capital/Management- This represents the difference between "Total Income" and "Total Expense". To calculate "Return to Capital/Management", subtract "Total Expense" from "Total Income" (Line 6-Line 17).

Applicant's Share (%)- The percentage share of the "Return to Capital/Management" that is claimed by the applicant.

Applicant's Share (\$)- The share in dollars of the "Return to Capital/Management" that is claimed by the applicant. To calculate "Applicant's Share" multiply "Return to Capital Management" by "Applicant's Share (%)" (Line 18 x Line 19).

Grand Total Applicant's Share- This represents the total dollars that were earned over the years covered by the application from SAEP's that were related to the award area in which the applicant is seeking recognition. To calculate "Grand Total Applicants Share" add each column "Applicant's Share (\$)" (Line 20, Column A + B +C +D).

Unusual Circumstances - Since incomes and expenses from an enterprise are judged against industry standards, anything that significantly distorts the earnings

should be explained. Such as death loss, droughts, floods, gifts, lease agreements, special circumstances, etc

You have completed page 3 of the application.

Now go to application page 4.

The following instructions apply to page 4 of the proficiency award application.

C. INVENTORY RELATED TO THIS PROFICIENCY AWARD AREA- The inventory should include all supplies, equipment, merchandise bought and held for resale, fair market value of all growing and harvested crops, home raised and purchased market and breeding animals, land, machinery and other capital items on hand which were part of the enterprise for which recognition is being sought. Information can be obtained from **Forms 8 & 9** of MARBSS. **Ending inventory values should be the remaining undepreciated book values.**

List **ONLY** items owned &/or purchased by the applicant and shown on inventory Forms 8 & 9. The **ONLY** items shown as \$0 Value Your Share should be inventory items that are owned by the student and have been depreciated or expensed.

Applicants whose SAE is Placement Only or the Proficiency Award Area is Placement should NOT list any inventory. Inventory points will be allocated to: Skills, Competencies & Knowledge and the Project Story. See Score Sheet!

Inventory Items should only be items owned by the student and listed in the record book inventory pages as purchased or raised.

Purchased items should be shown on the record book expense pages.

Items that are used by the student but not owned by the student SHOULD NOT BE LISTED.

Items that show \$0 Values Your Share should not be listed unless they are:

- 1.) owned by the student and records shown
- 2.) shown in the record book inventory pages and
- 3.) are shown under inventory as depreciated to \$0 value.

Inventory

Indicate the beginning month and year and the ending year in the space provided.

Description of Inventory Item- Items of property, owned or owned in partnership by the applicant, which were on hand December 31 of the last year covered by the application and which were used with the enterprise in which they are seeking recognition.

Starting Date- The month and year that you started assembling items that were necessary to conduct the experience program for which you are seeking recognition.

Quantity on Hand- A simple accounting of the actual number of a specific inventory item owned by the applicant at the time that the applicant became involved with the specific enterprise for which recognition is being sought.

Total Value- The remaining undepreciated value of each item of inventory in which the applicant had ownership at the time of becoming involved with the enterprise for which recognition is being sought.

Value Your Share- The actual dollar value of the items of inventory owned by the applicant at the time of becoming involved with the enterprise for which recognition is being sought.

Ending Date- This is December 31 of the last year covered by the application.

Quantity on Hand- A simple accounting of the actual number of a specific inventory items in which the applicant had ownership as of December 31 of the year that the application is being submitted.

Total Value- The remaining undepreciated value of each item of inventory in which the applicant had ownership as of December 31 of the year that the application is submitted.

Value Your Share-The remaining depreciated value of each item of inventory that is actually owned by the applicant as of December 31 of the year that the application is submitted.

Grand Total-The total dollar value of all items of inventory owned by the applicant at the time that the enterprise was begun as part of their experience program and as of December 31 of the year that the application is submitted.

C. Skills Competencies & Knowledge

List the major skills, competencies & knowledge that best describes what you have gained technically and personally from the proficiency area. Indicate how you think these skills, competencies and knowledge have contributed to your success.

You have completed page 4 of the application.

The following instructions apply to page 5 of the proficiency award application.

INCOME AND NET WORTH

Complete Supplemental Table A. It will not print but will assist in the calculation and transfer of values.

E. Income (All years)

Net Income from Award Area- This represents the total dollars that were earned over the years covered by the application from SAEP's that were related to the award area in which the applicant is seeking recognition. This must be the same figure as in **B. Line 21, of page 3** of award application.

Other Net Income from SAE- This represents the total dollars that were earned over the years covered by the application from SAEP's that were not related to the award area in which the applicant is seeking recognition. This information can be obtained from **Form 5** and **Form 11** of MARBSS.

Income Other Sources- This represents the total of all year's other income earned by the applicant that was not part of any SAEP. This information can be obtained from **Form 5, Line D** and/or **Form 11, Line 16** (add together all years) of MARBSS.

Total Income- This is calculated by adding "Net income from Award Area", "Other Net Income from SAE" and "Income Other Sources". This information can be obtained from **Form 11, Line 17** (add together all years) of MARBSS.

F. Net Worth

Net Worth Entering Agricultural Education- This is the record of the applicant's net worth at the time the first SAEP was begun. This information can be obtained from **Form 10** of MARBSS.

Net Worth Present Time- This is the record of the applicant's net worth as of December 31 the last year of records. This information can be obtained from **Form 10** of MARBSS.

Gain in Net Worth- Represents the difference between the applicant's net worth at the time that the first SAEP was begun and the applicant's net worth as of December 31 of the year that the application is submitted. This is calculated by subtracting "Net Worth Present Time" from "Net Worth Entering Vocational Agriculture"

FFA LEADERSHIP ACTIVITIES- Activities made available to all applicants as a result of their membership in the FFA. Activities can be those sponsored by the local chapter, state association or national organization. Information can be obtained from **Forms 108 & 110** of MARBSS

G. FFA Activities, Awards, Committees, Contests and Offices

Activity- A brief description or the specific name of the leadership activity in which the applicant was involved.

Chapter, Area or District, State, National- An indication of the competitive nature of the specific leadership activity. To allow each applicant to list a number of different activities and still provide the opportunity to participate in a specific activity for more than one year each applicant should indicate the specific year or years that they participated at each competitive level.

OTHER ACTIVITIES- Either activities related to the proficiency application and school and community activities should be listed here. Related activities are activities that are not sponsored by the school or FFA chapter but do supplement the experiences and training received in the SAEP. School and community activities and accomplishments other than FFA should be included. Information can be obtained from **Form 109** of MARBSS.

H. Activities Related to Award Area and/or School & Community Activities

Year- The calendar year in which the activity or accomplishment was conducted such as 2003, 2004, 2005, etc.

Activity- A brief description or the specific name of the activity or accomplishment of the applicant.

You have completed page 5 of the application.

Now go to page 6.

The following instructions apply to page 6 of the proficiency award application.

PROJECT STORY-The section allows each applicant the opportunity to further explain any part of his/her program that was not adequately treated in other sections of the application. Summarize from the beginning, how your program started, unusual events or circumstances affect this enterprise, you current status, management decisions, marketing information, special skills and/or competencies developed and your future plans and goals. The applicant should indicate only those things that will strengthen the application. **The project story is limited to page 6 of the application.** (It is required that standard 12 point font with 1" margins be maintained throughout the project story.).

SUPPORTING PICTURES- Each applicant should provide pictorial evidence of their involvement within particular phases of their SAEP. You may submit a maximum of six photographs, no larger than 4 x 6, with a brief caption of 50 words or less for each.